UNITED STATES TRANSPORTATION COMMAND **USTRANSCOM INSTRUCTION 33-1**
Scott Air Force Base IL 62225-5357 **30 June 94**

Computer Security

COMPUTER SECURITY (COMPUSEC) EDUCATION, TRAINING, AND AWARENESS PROGRAM

This instruction prescribes the policies and procedures necessary to implement and manage the Computer Security (COMPUSEC) Education, Training and Awareness Program(ETAP) within the United States Transportation Command (USTRANSCOM). It implements applicable parts of the National Institute of Standards and Technology Special Publication 500-172, applicable parts of the National Telecommunications and Information Systems Security Directive No. 501, and Air Force System Security Instruction 9100. It applies to all USTRANSCOM directorates and special staff agencies, to include contractors who use, operate, or manage USTRANSCOM.

1. General: This instruction establishes and outlines the procedures for the USTRANSCOM COMPUSEC ETAP. All personnel assigned to USTRANSCOM that use computer systems in the performance of their duties will be briefed and receive initial training under this program.

2. Responsibilities:

2.1. The Information Systems Security Branch, TCJ6-OS, is responsible for the overall management of the COMPUSEC ETAP program in USTRANSCOM. TCJ6-OS personnel will insure that all Directorate and Special Staff Security Managers and Functional Area Communications and Computer Systems Managers (FACCSMs) are trained and understand their responsibilities as outlined in this instruction.

2.2. Security Managers are responsible for being familiar with USTRANSCOMR 205-4, Computer Security Policy, and this instruction. They will provide the initial briefing and maintain the COMPUSEC ETAP documentation of all personnel assigned to their directorate/special staff office.

2.3. Directorate, division, and branch FACCSMs are responsible for being familiar with USTRANSCOMR 205-4 and this instruction. They will insure that all personnel using computer systems have been briefed by the Security Manager prior to being permitted to operate any USTRANSCOM computer system.

2.4. All computer system users are responsible for being familiar with USTRANSCOMR 205-4, this instruction, and adhering to the policies outlined therein.

3. Procedures:

3.1. COMPUSEC education and training will consist of three phases.

3.1.1. Phase I of the COMPUSEC ETAP will be conducted by the Directorate/Special Staff Security Manager during in processing. Security Managers and FACCSMs will be given a copy of the Air Force Computer Assisted Instruction(CAI), Introduction to Computer Security. FACCSMs will insure that personnel review this CAI prior to being authorized to operate any USTRANSCOM computer system.

No. of Printed Pages: 4
OPR: TCJ6-OS
Approved By: Brig Gen George Lampe
Distribution: X (see signature page).

3.1.1.1. The branch FACCSM will brief personnel on any special instructions, procedures, or considerations that pertain to the specific computer systems that the person will be operating. Personnel will then be required to sign and date an in-brief/annual training checklist statement (Attachment 1). The security manager will keep the original on file and forward a copy to TCJ6-OS.

3.1.1.2. Users that require access to the USTRANSCOM Local Area Networks (LANs) will not be issued a login ID or password until phase I of the training has been completed. FACCSMs will coordinate with the Security Manager and enter the date that training was completed in the appropriate block on the USERID/Password request sheet, and submit it to the Network Operations Center (NOC), TCJ6-OMN.

3.1.2. Phase II will require all personnel to annually review the in-brief/annual training checklist and the security directives listed therein. Personnel will sign and date the checklist at each review. Checklists will be subject to review during unannounced computer security inspections conducted by TCJ6-OS.

3.1.3. Phase III will be conducted prior to personnel permanently departing the command, i.e.; reassignment, permanent change of station, expiration term of service, termination of employment, etc. It will consist of an outbriefing conducted by the directorate/special staff security manager. Departing personnel will be required to read and sign an outbriefing checklist statement (Attachment 2). The original inbrief/annual training checklist and the outbrief statement will be sent to TCJ6-OS.

3.2. Completed training checklists will be maintained by TCJ6-OS for a period of one year after a person departs.

OFFICIAL

KENNETH R. WYKLE
Lieutenant General, U.S. Army
Deputy Commander in Chief

MARY E. KISTER
CHIEF OF ADMINISTRATION

2 Attachments
1. Inbrief/Annual Checklist
2. Outbrief Checklist

DISTRIBUTION X: (TCDA, TCDS-P, TCRC, TCIG, TCJA, TCPA, TCRA, TCSP, GTNPMO - 1 each; TCSG, TCJ8, JTCC - 2 each; TCJ1, TCJ6 - 5 each; TCJ3/J4 - 11.)

USTRANSCOM COMPUTER SECURITY TRAINING AND EDUCATION INBRIEF/ANNUAL TRAINING CHECKLIST

INBRIEF

I certify that I have been briefed on Computer Security and have accomplished the following:

◊ Worked through the AF CAI Introduction to Computer Security.

◊ Reviewed USTRANSCOM Reg 205-4, Computer Security Policy.

◊ Been briefed on operational procedures and regulations that apply specifically to the computer systems that I will be working on.

◊ Been briefed on proper use of passwords, government computer equipment and software to include shareware and games IAW USTRANSCOM Reg 205-4.

◊ Been briefed on the procedures for protection of classified systems and data, virus protection, and backup procedures.

I also understand that, if I have any knowledge of possible compromises of USTRANSCOM computer systems or information, I will report it to my supervisor, Security Manager, FACCSM or the Information Systems Security Branch.

______________________________________ ______________
Printed name and rank Date

____
Signature

ANNUAL TRAINING

I have received my annual computer security brief to include a review of the above listed items on the dates indicated below.

________________________________ ________________
Signature Date

________________________________ ________________
Signature Date

________________________________ ________________
Signature Date

________________________________ ________________
Signature Date

USTRANSCOM COMPUTER SECURITY TRAINING AND EDUCATION OUTBRIEF CHECKLIST

I certify that I have been outbriefed on all aspects of computer security to include the following:

- I have taken the appropriate steps as to the proper disposition of any classified documents, data, or equipment prior to my departure.

- I will not take any classified information, government computer equipment, software or documents, and files belonging to the government with me when I leave.

- I will not discuss or divulge any classified information that I may have knowledge of with anyone outside of USTRANSCOM or that does not have a need to know.

- I have taken the appropriate steps to have my accounts closed and userids and passwords deleted on any computer systems that I may have had access to.

Printed name and rank

Date

Signature